

POLICE FLEET SUPERVISOR

Milwaukee Police Department (MPD)

Note: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the general supervision of the Police Fleet Manager, the Fleet Service Supervisor shall perform all duties required to keep the fleet in good working condition, supervise associated staff and perform related administrative duties.

ESSENTIAL FUNCTIONS:

- Supervises the maintenance and operations of the Police Department's 800 vehicle fleet in a professional and efficient manner.
- Supervises all shift personnel assigned to the Fleet Service Section.
- Works closely with employees assigned to vehicle set-up to ensure the needs of various departments and up to date technologies are effectively integrated into the set-up process.
- Inspects all work done on Police Department equipment by the City of Milwaukee Municipal Garage and outside vendors.
- Tracks cost for time and materials using a fleet management software program.
- Makes recommendations regarding restorations, repairs and dismantles.
- Initiates and secures procurement of all parts and equipment needed to set-up new vehicles.
- Maintains inventory of equipment needed to service existing vehicles.
- Ensures the proper retention and maintenance of all required records.
- Monitors the scheduling of lubrications for the entire fleet and allocation of fuel for all District locations.
- Makes payable all invoices for car washes, portering, titles and licensing.
- Maintains compliance with Federal and Local Safety Emissions Standards for all vehicles.
- Develops shift schedule for work days, off days, vacation and/or any other non-work days for all assigned personnel.
- Enforces and responds to violations of the Police Department's Rules and Procedures.
- Perform other job-related responsibilities as assigned.

Conditions of Employment:

- Candidates must pass a Milwaukee Police Department background investigation prior to hire.
- *The Milwaukee Police Department is a 24/7 operation and this role is subject to working weekends, holiday, working different shifts and being called in for emergencies. The normal hours are intended to be first shift, but the incumbent is responsible for the supervision of second and third shift positions and is expected to work different shifts and weekends as necessary.*

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. a) Five years of experience in automotive fleet maintenance that includes at least 2 of the years as a fleet supervisor/manager **OR**
b) An Associate's degree in Automotive Technology from an accredited two-year college, **AND** three years of experience in automotive fleet maintenance that includes at least 2 years as a fleet supervisor/manager.

NOTE: Applicants seeking to qualify based upon coursework must submit copies of transcripts within three business days after the application period closes. Transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box PFS, Department of Employee Relations, City of Milwaukee, 200 E. Wells St., Room 706, Milwaukee, WI 53202. Student copies are acceptable.

2. Valid driver's License at the time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience in the management of equipment that supports snow and ice control operations.
- A valid class A or B Commercial Driver's License (CDL).
- Experience in the public sector.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Knowledge of vehicle service and repair techniques.
- Knowledge of procurement and inventory control.
- Knowledge of operating/supervising a vehicle repair facility.
- Knowledge of Federal and State Emission Standards.
- Knowledge of Microsoft Office computer programs and fleet management software programs.
- Ability to positively interact and communicate clearly and tactfully, to ensure that interactions with coworkers are professional and effective.
- Ability to lift and move objects weighing up to 50 pounds or more.
- Ability to work as part of a team and independently to evaluate, prioritize and solve problems and improve processes.

THE CURRENT PAY RANGE (PR 1BX) IS: \$47,109 - \$65,957 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **October 12, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.